Process	***Delete a journal that has not been Budget Checked***
Process Number	***GL – 017***

Description of Process

Delete a journal that has not been Budget Checked. This process is used to delete a journal prior to posting so that the budgets and ledgers are not affected.

Input to Process

Existing journal that has already been entered into PeopleSoft, but has not been through the Budget Checking process.

Output of Process

Deleted journal.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Journal Entry - Base Currency

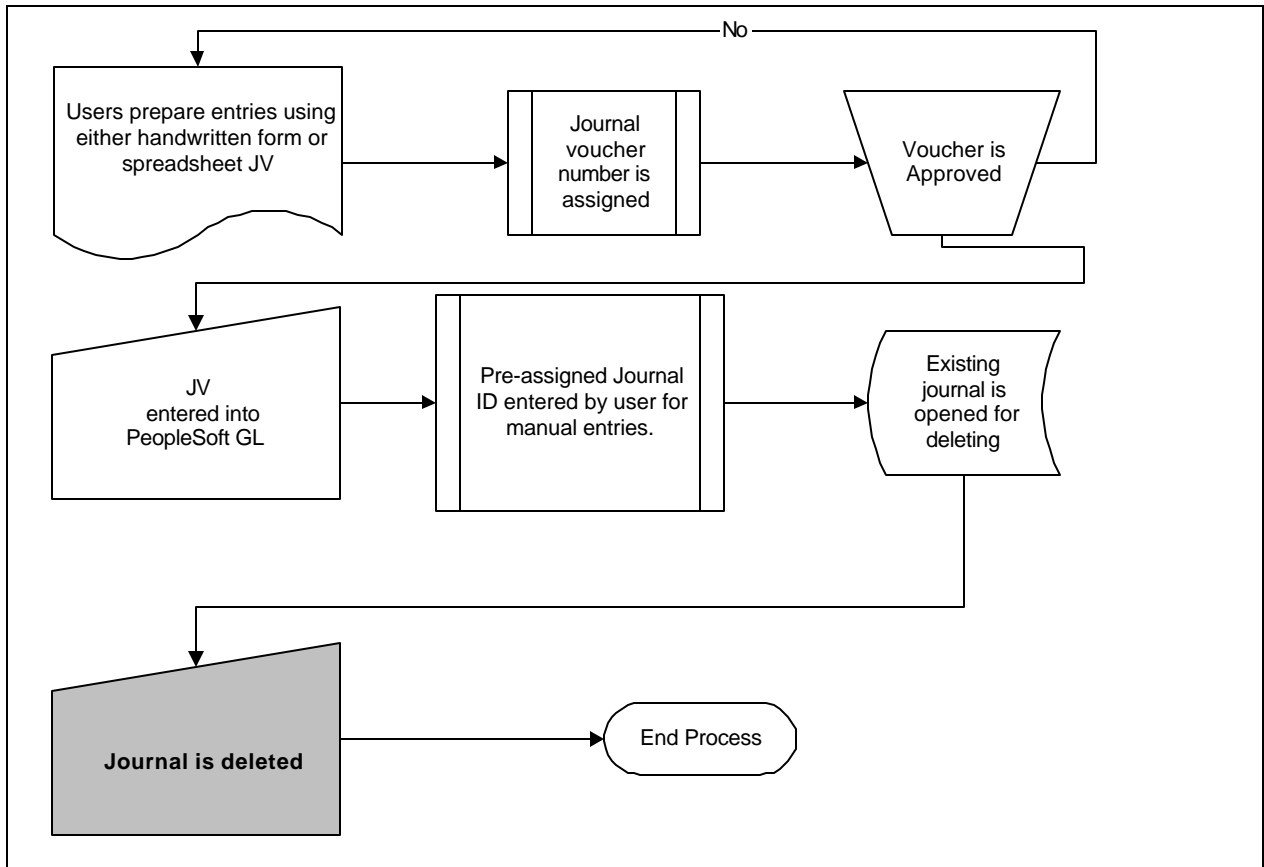### *Business Process Description*

Process Description	Responsibility (Agency/Centralized)
Step 1: Open an existing journal that you wish to delete Using the Update/Display under the Journal Entry – Base Currency panel group, select the journal you wish to delete.	Agency
Step 2: Delete the journal entry Click on the Delete icon (trash can) to delete the journal. When prompted for verification that you wish to continue this action, select Yes.	Agency
Step 3: Verify that the journal has been deleted Using the Update/Display under Journal Entry – Base Currency panel group, attempt to open the journal that you deleted in Step 2. The journal will no longer appear in the list.	Agency

Forms Used with Process (#)

**Attach sample form(s)

Process Flow Diagram (if appropriate):

```
                                                    ─── No ──────────────────────┐
    ┌──────────────────────┐      ┌──────────────┐      ┌──────────────┐         │
    │ Users prepare entries│      │  Journal     │      │              │         │
    │ using either         │─────▶│  voucher     │─────▶│  Voucher is  │─────────┘
    │ handwritten form or  │      │  number is   │      │  Approved    │
    │ spreadsheet JV       │      │  assigned    │      │              │
    └──────────────────────┘      └──────────────┘      └──────────────┘
             │
             ▼
    ┌──────────────────────┐      ┌──────────────┐      ┌──────────────┐
    │  JV                  │      │ Pre-assigned │      │  Existing    │
    │  entered into        │─────▶│ Journal ID   │─────▶│  journal is  │
    │  PeopleSoft GL       │      │ entered by   │      │  opened for  │
    │                      │      │ user for     │      │  deleting    │
    │                      │      │ manual       │      │              │
    │                      │      │ entries.     │      │              │
    └──────────────────────┘      └──────────────┘      └──────────────┘
             │                                                  │
             ▼                                                  │
    ┌──────────────────────┐                                    │
    │                      │◀───────────────────────────────────┘
    │                      │      ┌──────────────┐
    │  **Journal is        │─────▶│  End Process │
    │  deleted**           │      └──────────────┘
    └──────────────────────┘
```

Process Signoff

Tested By
Date Tested